

TRIPURA**GAZETTE***Published by Authority***EXTRAORDINARY ISSUE**

Agartala, Monday, June 24, 2019 A. D., Asadha 3, 1941 S. E.

**PART-I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KHUMULWNG : : TRIPURA WEST**

No.F.2(13)/ADC/FIN/2007-08/1172

Dated, 19/06/2019

NOTIFICATION

In suppression of all previous orders and in exercise of the power conferred by Rules 67 and 68 of the Tripura Tribal Areas Autonomous District Council, Fund Rules 2005, the undersigned, on behalf of the Executive Committee of the District Council, is pleased to issue this order, delegating the financial power to the Head of Offices and drawing & Disbursing Officers of the District Council listed herein, subject to instruction, guideline and norms as given hereunder, namely:-

**ORDER OF DELEGATION OF FINANCIAL POWER OF THE TRIPURA
TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL 2019**

Paras

1. ALLOTMENT OF FUND: After the budget has been passed, the finance Department / Wing of Council shall, with the approval of the Chief Executive Officer, allot the provision to different Official Head of the Departments / Wings of the Council; the Head of Departments shall communicate sub-allocation of fund to different Drawing & Disbursing Officers.

2. GENERAL LIMITATIONS ON POWERS TO SANCTION OF EXPENDITURE:

(1) It is a primary condition of the exercise of financial powers that Council's Money shall be spent only on legitimate objects of public expenditure and that funds should ordinarily be drawn only when the expenditure is imminent.

(2) A sanction to incur recurring expenditure becomes operative when funds to meet the expenditure of first year are made available by appropriation or re-appropriation and remains effective during subsequent years subject to appropriation of fund in such years and also subject to the terms of sanction.

(3) An authority may sanction expenditure or advance of money only in those cases where it is authorized to do so by;

(a) This or any other order issued by or with the approval of the Finance Department of the District Council.

(b) The provisions of any Law for the time being in force.

(c) Any general order or special order of the Governor or competent authority of the District Council.

(4) Nothing contained in sub-paragraph (2) shall empower any authority to sanction, without prior concurrence of the Finance department of the TTAADC, any expenditure which involves introduction of new principles or practice or modification of the existing principles or practice, likely to lead to increase in expenditure in future.

(5) The exercise of powers to sanction expenditure is subject to the observance of general or special direction which the authority delegating or re-delegating such powers may issue from time to time.

(6) No expenditure shall be incurred against a sanction unless funds are made available by appropriation or re-appropriation.

(7) Unless otherwise provided by any general or special order it shall be within the competence of an authority to exercise the financial powers delegated to an authority subordinate to it.

3. RESIDUARY FINANCIAL POWERS: Financial Powers not specifically delegated to any authority by this rules shall vest in the Executive Committee of the District Council under rule 66 of TTAADC Fund Rules 2005.

4. PRIOR CONCURRENCE OF THE FINANCE DEPARTMENT:

(1) Prior concurrence of Finance Department of TTAADC shall be required in respect of items mentioned below:-

(i) Creation of Posts.

(ii) Engagement of DRW/PTW/Contingent workers/Contractual employees including re-appointment /re-engagement etc.

(iii) Purchase of vehicles.

(iv) Hiring of vehicles.

(v) Installation of Telephones and extension of existing telephones and provisions of STD facilities etc.

(vi) Purchase of furniture/Fax machines/Photo copier / Computers/ Laptop/ Electronic type writers / Air-conditioner and any other equipment not in common use in offices of the District Council.

(vii) Re-drawal of lost cash.

(viii) Writing off of losses.

(ix) Revision of pay scales/wages or if any service benefits and up-gradation of any post.

(x) Sanction of rent free accommodation.

(xi) Sanction of allowances / special pay /honorarium/ overtime allowances etc and unless covered under any specific order issued by the Finance Department / Wing of TTAADC.

(xii) Acceptance of loan from Financial Institutions etc.

(xiii) Purchase of newspapers and periodicals.

(xiv) Outsourcing of services.

(xv) Engagement of consultants.

- (xvi) Opening of any new office / establishment.
- (xvii) Carpets / Furnishing of vehicles / Inverter/ Generator.
- (xviii) Opening of Bank/Postal Account / Keeping salary in Bank Account.
- (xiv) Handling of interest accrued in bank account.
- (xv) Any other item where the approval of the Finance Department is required under TTAADC Administration Rules 1988.

2. The Official Head of the Department / Wings shall be competent, with the approval of the Chief Executive Officer, to sanction continuation of temporary posts in regular scale of pay provided the posts have been created with the prior concurrence of the Finance Department of the Council and the posts are physically occupied on the date of expiry of the previous continuation and in cases of posts requiring approval of the Executive Committee of the Council, the continuation is approved by the Executive Committee. In all other cases, prior concurrence of the Finance Department shall be necessary. The continuation of all posts created on fixed pay and of all contingent and part time posts shall require the prior concurrence of the Finance Department of the Council. All contingent and part time posts shall automatically lapse on the day vacated by the incumbent.

3. The concurrence of the Finance Department of the Council shall not be required for purchase of the following items used in the Hospitals managed / run by the Council, subject to availability of budget provision of the Health Department of the Council and within the limit of delegated Financial Power and observance of codal formalities:-

- | | |
|------------------------------|------------------------|
| (i) Iron cot | (viii) Bowl stand |
| (ii) Bedside Locker | (ix) Stool |
| (iii) Folding Table | (x) Rack for medicines |
| (iv) Examination Table | (xi) Dispensing Table |
| (v) Long Bench with backrest | (xii) Stretcher |
| (vi) Labor Table | (xiii) Wheel Chair |
| (vii) Screen stand | |

4. The concurrence of the Finance Department of the Council shall not be required for purchase of the following items of furniture and also for manufacture of items with seized timber of the Forest Department of the State Government used in the Education Department of the Council, subject to availability of budget provision of the Department and within the limit of delegated financial power and observance of codal formalities.

(I) Class room furniture:-

- (a) Joint Desk, Long Bench and High Bench
- (b) Teachers Table
- (c) Armless Chair
- (d) Black Board

(II) Staff room furniture:-

- (a) Chair with arms / Leaning Bench
- (b) Table
- (c) Almirah
- (d) Rack

(III) Boarding house furniture:-

- (a) Single cot
- (b) Reading table
- (c) Dining table
- (d) Meat safe

5. ADMINISTRATIVE APPROVAL AND SANCTION OF EXPENDITURE IN CONNECTION WITH SCHEMES UNDER PLAN (REVENUE), SHARE OF TAXES (REVENUE) AND TRANSFER FUND (REVENUE):

(1) Financial powers are delegated as indicated in sub paragraph (2) of this paragraph, subject to the condition that:-

(a) Issue of administrative approval and sanction of works expenditure by engineering officers is governed by the financial powers delegated to them separately in paragraph 18 of this order and shall not affect their powers.

(b) The delegations are also subject to observance of the instruction regarding the powers and functions of the Lower Purchase Committee, the Higher Purchase Committee and the Supply/ Works Advisory Board/ Zonal Level Purchase Committee as constituted and other formalities to be complied with in respect of each item of expenditure.

(c) Necessary budget provision exists for the specific scheme and the fund is made available to incur the expenditure.

(d) The outlay on the continued plan scheme has been included in the approved plan by the Planning Department of the Council for the year.

(e) Prior concurrence of the Finance Department is taken for restricted item as mentioned separately.

(f) This power is prudently exercised so that a limited number of projects/ schemes commensurate with their period of completion and likely availability of fund during the targeted period of completion are taken up for execution.

(2) Powers of administrative approval and expenditure sanction in respect of the approved Plan (Revenue) /Share of Taxes (Revenue) and Transfer Fund (Revenue) for schemes shall be as follows:-

Sl. No.	Authority to whom delegated	Extent of powers (Rs. In Lakhs)	
		Plan (Revenue) and Transfer Fund (Revenue)	Share of Taxes (Revenue).
1.	Chief Executive Officer	Full power subject to approval of the concerned E.M(s)/CEM.	Full power subject to approval of the concerned E.M(s)/CEM.
2.	Head of the Department	25.00	10.00
3.	Zonal Dev. Officers	25.00	25.00
4.	Head of Offices	5.00	2.00

6. SANCTION OF ENTERTAINMENT CHARGES:-

(1) The following financial powers will be exercised in respect of "Entertainment Charges" at Council cost up to the maximum limit shown below:-

Sl. No.	Authority to whom delegated	Maximum limit per month
1.	Chairman/Chief Executive Member, TTAADC	Rs. 2,000 per month
2.	Executive Members, TTAADC	Rs. 1,500 per month
3.	Chief Executive Officer, TTAADC	Rs. 1,500 per month
4.	Addl. Chief Executive Officer/ Secretary to District Council/ Dy. Chief Executive Officers/ Chief Engineer, TTAADC	Rs. 1,000/- per month
5.	Supt. Engineers/Zonal Development Officers/Principal Officers/ Executive Officers/Executive Engineers, TTAADC	Rs. 800 per month
6.	All other Head of offices	Rs. 500 per month

(2) Utmost economy shall be observed in incurring expenditure on entertainment which shall ordinarily be restricted only tea/ coffee.

(3) The ceiling on expenditure as provided in sub-paragraph (1) shall not in any case be exceeded. Non- entitled officers must not incur any expenditure on entertainment at District Council expense.

(4) Prior concurrence from the Finance Department of the Council shall be necessary for hosting lunch/dinner etc or for offering gifts on Council expenditure.

7. GENERAL POWERS UNDER VARIOUS RULES:-

(1) Subject to approval of the Chief Executive Officer, respective Official Heads of the Department/ Wing shall be competent to decide under various rules adopted by the Council in respect of group – C & D staff (Non-Gazetted), as specified below:-

- (i) To fix pay under provisions of F.R.22, 22A, 22B, 22C and Revision of pay rules.
- (ii) To reduce the pay of officiating Council officers/employees provided that he can make officiating appointment to the post concerned vide F.R. 35.
- (iii) To decide the shortest or cheapest of two or more routes for journeys within his jurisdiction vide S.R. 30(b).
- (iv) To allow Travelling Allowance by a route other than the shortest or cheapest within their jurisdiction provided selection of the route is in Council interest vide S.R.31.
- (v) To permit TTAADC officials to draw higher class fare when accompanying an officer on a train which provides no entitled class vide S.R.35.
- (vi) To prescribe the District Council employee's head quarters vide S.R.59.
- (vii) To define the limits of District Council employee's sphere of duty vide S.R.60.
- (viii) To decide whether a particular absence is absences on duty vide S.R.62.
- (ix) To restrict the frequency and the duration of journeys vide S.R.63.
- (x) To grant exemption from operation of S.R.73.
- (xi) To disallow travelling allowance for a journey to attend an obligatory examination, if it is considered that the candidate culpably neglected the duty of preparing for it vide proviso (2) S.R.130.
- (xii) To permit drawal of traveling allowance for a journey to attend an examination other than those mentioned in Supplementary Rules 130 vide S.R.132.
- (xiii) To authorize any subordinate officer to grant increment in normal course in case of employees appointed with the regular time scale of the post where no penal restriction has been imposed in respect of earning increment.
- (xiv) To sanction Leave Travel Concession in accordance with the rules in force applicable in each case.
- (xv) To sanction Medical re-imbursement claims in accordance with the rules in force applicable in each case.
- (xvi) To transfer a staff under them from one charge to another charge.

(2) Subject to the approval of the Executive Member in-charge of Finance, the Chief Executive Officer shall be competent to exercise the following powers:-

- (i) To sanction permanent advance in respect of subordinate offices vide GFR-90.

(ii) To authorize a departure from the provision of rule 109(1) of C.T.R. relating to custody of Council money vide C.T.R. 109(2).

(iii) To order the retention of un-disbursed pay and allowances of employees for any period not exceeding three months vide C.T.R. 283(3).

(3) Controlling Officer for T.A. purpose:-

(i) The Chief Executive Officer and the Secretary to the District Council shall be self controlling officer for T.A. purpose under S.R.191. The journey shall be approved by the Chief Executive Member in respect of the Chief Executive Officer and the Chairman of the District Council as regards to the Secretary to the District Council.

(ii) For all other officers not below the rank of Group-B officers, the controlling officer for T.A. purpose shall be the Chief Executive Officer/Head of the Department/Head of office who-so-ever is next higher in rank. Their tour diary will also be approved by the Controlling Officer.

(iii) The concerned Principal Officers, Executive Officer, Executive Engineers, Zonal Development Officers and other Head of Offices shall be the controlling Officers in respect of Group C & D employees of the Council for the purpose of T.A. under S.R. 191.

8. DEPUTATION OF COUNCIL EMPLOYEES:-

(1) Subject to approval of the Executive Committee, the Chief Executive Officer shall have powers to send District Council employees on deputation to any State Government Department or to another State Government or to Central or on Foreign Service to State or Central Public Undertakings, Companies, Institutions subject to the following procedures, terms and conditions.

(i) Prior approval of the Executive Committee is taken

(ii) The deputation or foreign service is on standard terms prescribed in Annexure to appendix - 31 of the Choudhury's compilation of Civil Service Regulations, Vol-II (10th Edition) subject to following conditions:-

(a) The contribution towards pension and Leave Salary payable under F.R-115 in respect of the District Council Employee deputed to any Government undertaking shall stand remitted under F.R.119.

(b) No deputation allowance shall be admissible to the District Council employees for their deputation on Foreign Service term to Government undertaking. If, however, the appointment on deputation is to higher scale of pay the deputation pay may be fixed under normal rules as applicable to the District Council employees.

- (c) Employees who are member of the District Council Employees Group Insurance Scheme shall continue to subscribe to the Group Insurance Scheme at the prescribed rates during the period of their deputation.

(iii) If any deviation is proposed from the terms of deputation mentioned in sub-clause (ii) above, the concurrence of the Executive Committee of the District Council shall be necessary.

(2) Subject to approval of the concerned Executive Member in-charge of Department/ Wing, the Chief Executive Officer shall have power to depute District Council Officials on training to the following extent:-

- (a) For training of Council servants inside Tripura under the prescribed departmental Rules.
- (b) For training of Council servants outside Tripura, but within India, can be recommended by the Head of the Wing/Department with the approval of the Chief Executive Officer and the concurrence of the Departmental Executive Member.

(3) In all other cases of training of District Council officials, prior concurrence of Finance Department shall be obtained.

9. GRANTS OF STIPEND:

(1) Subject to approval of the Chief Executive Officer and availability of budget provision of fund, the Principal Officer (Education) shall have full powers to sanction stipend and scholarship either from Plan Fund (Revenue) or Transfer Fund (Revenue).

10. SANCTION OF GPF ADVANCE AND PART FINAL WITHDRAWALS:

The Head of Department of the Council, shall be competent to grant the advance or withdrawal of General Provident Fund of Council employees subject to the following conditions that :-

- (1) The sanctioning authority shall strictly observe the relevant Rules and orders regarding grant of advance/ withdrawals and ~~no~~ advance/ withdrawals should be sanctioned unless the case is strictly covered by Rules and without verifying the balance in the credit of the employees.
- (2) The amount to be sanctioned shall be strictly as per the provision of Rules and must be reasonable and in conformity with the purpose for the advance/ withdrawal.
- (3) The sanctioning authority shall have adequate documentary evidence on record to satisfy him about the purpose. If he is satisfied on the basis of any evidence other than documents that should be clearly recorded in the file and it shall be the responsibility of such sanctioning authority.

11. GRANT OF HONORARIUM:

(1) According to F.R. 9(9) honorarium is normally admissible only for special work of an occasional or intermittent character. Thus, the condition precedent to payment of honorarium is that the work must be of a special type and it must be occasional in nature. The normal work assigned to offices must be completed during office hours by proper planning / deployment of staff.

(2) Subject to sub-para (1), whenever in extremely special circumstances the engagement of staff beyond office time becomes inevitable because of a special time-bound work requiring a greater volume of work to be completed within a short time span, register should be maintained which would indicate the names of employees, the nature of non-postponed-able works, the extra hours put in by individual employees, the actual output and authentication of the supervising officer. The proposal for honorarium may be moved to the Finance Department of the Council along with the register by the Department. Normally in such cases honorarium will not be granted more than once a year to an employee.

(3) Some of personal staff and group-D employees attached to the office of the Chairman/CEM/EMs/Chief Executive Officer/Addl. Chief Executive Officer/Dy. Chief Executive Officer are required in public interest to attend office beyond office hours and on holidays. In relaxation of F.R.46(b), a monthly honorarium @ Rs.200/- (Rupees Two hundred) only to group-D employees and @ Rs.350/- (Rupees Three hundred fifty) only to other employees can be sanctioned. Such sanctions shall be issued by the concerned Head of Office on the basis of working certificate issued by the authorized Officer in this respect. Necessary instruction issued in this regards shall be strictly observed while fixing the monthly limit of honorarium of Rs. 200/- to group-D and Rs. 350/- to other employees as stated above.

12. HIRING OF ACCOMODATION:

The Head of Office with approval of the Chief Executive Officer shall have full powers to sanction the rent for hired building in ADC area and this, shall be limited to the assessment of rent by the Executive Engineers of PWD, TTAADC or State PWD. Rent in excess of the amount assessed by the Executive Engineers of TTAADC or State PWD shall not be allowed. The Head of the Department shall have powers, after consulting the Land, Record and Settlement Department of the Council, to sanction the rent of the hired building in rural areas up to the limit of Rs. 1,000/- (Rupees One thousand) only per month for a maximum period of one year without assessment by the PWD, TTAADC or State PWD. If the rent exceeds the limit of Rs. 1000/- per month or the period exceed one year, the assessment by the PWD, TTAADC or State PWD will be necessary.

13. DISPOSAL OF UNSERVICEABLE MATERIALS:

The Council authority shall have powers under G.F.R. 124 to dispose of obsolete and unserviceable materials after following the due procedure as mentioned under the GFR. The condemnation certificate shall be issued and reserved value determined by an officer of or above the rank of the Executive Engineer or a specialist in the Department in the same rank as the Executive Engineer and approved by the District Council authority.

14. RATES OF CONTRACTS:

The Finance Wing of the Council shall, by separate order, constitute Committees at different levels to recommend rates and terms of contract in respect of stores, services and works in advisory capacity with officials as shown below:-

- (1) The Lower Purchase Committee (LPC) comprised of the Deputy Chief Executive Officer as Chairman, the Executive Officer (Finance) of the Council shall be the Member and the concerned Head of the Department/ Wing to which stores/service/works relates shall be the Member-Secretary of the Committee. A representative of the Department/ Wing of Industries shall be a permanent invitee Member in all meetings.
- (2) Similarly, the Higher Purchase Committee (HPC) shall comprised of the Addl. Chief Executive Officer as Chairman, the Executive Officer (Finance) of the Council shall be the Member and the concerned Head of the Department/ Wing to which stores/service/works relates shall be the Member-Secretary of the Committee. A representative of the Department/ Wing of Industries shall be a permanent invitee Member in all meetings.
- (3) The Supply/Works Advisory Board (SAB/WAB) shall comprised of the Chief Executive Officer as Chairman, Addl. Chief Executive Officer, the Executive Officer (Finance), the Chief Engineer, PWD, any other Head of the Department to be nominated by the Chief Executive Officer and the Head of the Department/Wing to which stores/services/works relates shall be the Member-Secretary. A representative of the Department/ Wing of Industries shall be a permanent invitee Member in all meetings.
- (4) In all Zones, there shall be a Zonal Level Purchase Committee (ZLPC) also. Zonal Level Purchase Committee (ZLPC) shall comprise of the Zonal Development Officer as Chairman, Executive Engineer (PWD), TTAADC, nearest Inspector of Schools, Agricultural Officer and Supt. of Industries/Extension Officer (Ind) as member and the Head of Office to which stores/services/works relates shall be the Member-Secretary.

- (5) The financial ceilings upto which rates and terms of contract for purchase of stores/ service contracts for execution of works may be recommended by various committees shall be as follows:-

Sl.No.	Name of Purchase Committee	Financial ceiling limit
1.	Lower Purchase Committee	Above Rs.25,000/- but upto Rs.5.00 Lakh
2.	Higher Purchase Committee	Above Rs.5.00 Lakh but upto Rs.30.00 Lakh
3.	Supply / Works Advisory Board	Full powers in respect of all cases falling beyond the powers of the H.P.C.
4.	Zonal Level Purchase Committee (ZLPC)	Above Rs.25,000/- but upto Rs.5.00 Lakh.

- (6) When the tender includes invitation of rates for more than one item and such items are clearly divisible and distinguishable (i.e as many tenders as items can be invited but to reduce the burden of work, all items have been listed in one tender) and the tender notice clearly mentions that parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations as mentioned therein, the total amount to decide the competence of the Committee shall be determined on the basis of the price for each item and not for all items in that tender clubbed together.
- (7) In case of widely published Notice Inviting Tender (NIT) as per provision of PWD Tender Manual, the Engineering Officers of various Departments shall exercise powers as per provision of paragraph 18 of this order.

15. POWER TO DECIDE SINGLE TENDER:

These are of two types, viz:-

- (1) Single tender adopted in case of articles which are specifically certified as proprietary nature or when it is within the knowledge of the procuring agency that only a particular firm is the manufacturer of the Store demanded and
- (2) Single tender received in response to widely published open tender.
- (3) In both the cases mentioned at sub-para-(1) and (2) above, the rates may be finalized by the respective Committees according to financial power provided that the Chairman of the respective Purchase Committees is satisfied that the article required is of proprietary nature or Notice Inviting Tender was widely published, as the case may be, and records his views in this respect in the proceedings of the meeting.

16. POWER TO DECIDE NEGOCIATED TENDER:

(1) (a) When rate is obtained from a single party or where an unsolicited tender or quotation or offer is received without any tender having been invited, whether negotiation is held thereafter or not, such negotiated tender shall be finalized only by the Higher Purchase Committee for contract upto the financial ceiling laid down above for the Lower Purchase Committee (i.e Rs. 25,000/- to Rs.5.00 Lakh) while all other cases involving an amount more than the Rs. 5.00 Lakhs, shall be finalized with the approval of the SAB/WAB. Such cases of finalization of tender by negotiation should be generally avoided and may be resorted to only in cases of emergencies when it is established that the work / purchase cannot be delayed to adhere to the procedure of inviting tenders. The Chairman of the HPC /SAB /WAB should be satisfied that there is valid reason for adopting this procedure and such reasons should be recorded in writing in proceeding of the meeting.

(b) Where tenders are invited and thereafter negotiation is made with lowest or other tenderers, such cases will be finalized by the Committees according to the financial ceiling limit laid down in para 14(5) above.

(2) **Restricted Tender:-** When necessity is felt in the public interest for quick implementation of major works, the same may be taken up by calling Restricted Tenders from the public sector agencies having experience of execution of similar projects. The rate offered by them in the restricted tender may then be examined for acceptance as per the existing procedure. However, call of Restricted Tender must be on the following ground:-

(a) The work is required to be executed with very great speed which not all contractors are in position to generate;

(b) Where the work is of special nature requiring specialized equipments which is not likely to be available with all Contractors, and

(c) Where the work is of secret nature and public announcement is not desirable.

(3) **Purchase of Vehicles:-** The District Council may purchase vehicles at the DGS & D /GeM approved rate and no approval of the Purchase Committee shall be needed. Where payment in advance is unavoidable, the same may be made by cheque / draft without insisting on bank guarantee provided the purchase of vehicles is concurred by the District Council Authority.

(4) **Purchase of GCI sheet and sheet materials:-** The District Council may procure GCI sheet and sheet materials from SAIL, TISCO, IISCO (Indian Iron and Steel Company) and RINL (Rastriya Ispat Nigam Ltd) or State PWD without inviting tender and approval of purchase committee. The rates for supply of such materials may be obtained directly from these companies and the lowest offers may be accepted, if the same is found reasonable.

(5) **Power to accept tenders:-** The Chief Executive Officer shall be competent to accept the tender recommended by the Lower Purchase Committee / Higher Purchase Committee/Zonal Level Purchase Committee and subject to the approval of the Chief executive Member, the Chief Executive Officer shall be competent to accept the tender recommended by the Supply / Works Advisory Board.

(6) **Purchase through DGS & D:** District Council shall have full power to make purchases of materials without calling tender from the DGS & D rate contract holders as per rates and terms of DGS & D contract subject to the following conditions:-

(i) The party for the supply shall be selected taking into account the lowest cost in transportation, if applicable.

(ii) The indents/Supply order shall be placed subject to the fulfillment of following conditions:-

(a) Purchase by the District Council against DGS & D rate contracts as DDO are to be made strictly within the sanctioned budget.

(b) The debits raised by the Chief Controller of Account, Department of Supply are to be promptly accepted.

(iii) No indents shall be placed with the DGS & D, but the DDOs shall place orders directly with the selected suppliers as per terms of DGS & D rate contract and make payment directly as per terms of contract after obtaining proper sanction of the competent authority.

(7) **Purchase through Government e-Marketplace (GeM):-**

The District Council authority shall have full powers to make direct online purchases of materials and supplies, without calling tender, from the suppliers available on Government e-Marketplace (GeM) as per rates and terms, subject to the following :-

(i) Upto Rs.0.50 Lakh through any of the available sellers/suppliers on the GeM, meeting the requisite quality, specification and delivery period;

(ii) Above Rs. 0.50 lakhs and upto Rs.30.00 Lakhs through GeM Seller/ Supplier having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. Tools for online bidding and online reverse auction provided in the GeM can be used by the purchaser, if decided by the competent authority.

- (iii) Above Rs. 30.00 lakhs through seller/supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided in GeM.
- (iv) The Seller / Supplier shall be selected by taking into account the lowest cost in transportation, if applicable.
- (v) The Chief Executive Officer of the District Council may authorize an Officer not below the rank of Head of Department to act as ADC Buyer for availing the facility of GeM for different Wings of TTAADC.
- (vi) The contract / supply order shall be placed subject to the fulfillment of following conditions:-
 - (a) Purchase by the District Council Departments against Seller / Supplier available in GeM shall be strictly made within the sanctioned budget provision.
 - (b) Approval of the competent authority shall be taken prior to placing order with the supplier at GeM. Ex-post facto approval must be avoided in all cases.
 - (c) The debits raised by the Seller / Supplier at GeM are to be promptly accepted.

(8) **Purchase of vehicles at GeM or at DGS & D approved rate contract:** - Where the concurrence of the District Council authority has already been obtained, the vehicles may be purchased from the Seller / Supplier available at GeM or at DGS & D approved rate contract as per procedure mentioned therein and approval of rate by any Purchase Committee shall not be necessary. In case, where no seller / supplier are not available at GeM or at DGS & D approved rate contract, approval of the purchase committee along with concurrence of the District Council Authority shall be necessary.

(9) **Acceptance of rates recommended by the Purchase Committee:-** The rates recommended by the Lower Purchase Committee, Zonal Level Purchase Committee and Higher Purchase Committee shall be accepted by the Chief Executive Officer. The rates recommended by the Supply Advisory Board / Works Advisory Board of the District Council shall be accepted by the Chief Executive Officer subject to the concurrence of the Chief Executive Member.

17. EMERGENCY PURCHASE FOR HOSPITALS:

(1) There shall be an Emergency Purchase Committee for Kherenber Hospital, Khumulwng and Twikarma Hospital, B.C.Manu. The Committee shall comprise of Addl. Chief Executive Officer / Dy. Chief Executive Officer as Chairman, Executive Officer (Finance) and a Medical Officer of the concerned Hospital as Member of the Committee. The Principal Officer (Health) shall be Member-Secretary of the Committee. The Committee shall determine the quantity and rates of medicines and materials to be purchased locally for meeting emergency needs of the Hospital only when such medicines and materials are not available in the store.

(2) The Committee shall have power to recommend purchase of medicines and materials of value up to Rs. 50,000/- in a month.

(3) The formalities regarding short notice of tenders or collection of spot quotations shall be observed in such cases.

(4) The Committee shall refer to the rates of such items approved by any Purchase Committee (if such rates are available) and try to recommend purchases at such approved rates in case local rates appear higher. In case such rates are not negotiable with the lowest local tenderer / quotationer, the lowest local rates may be recommended.

(5) This power shall be applied only to purchase medicines and materials required for treating patients in emergency and not for articles required for general Hospital use.

(6) The rates recommended by the Purchase Committee shall be accepted by the Chief Executive Officer.

18. POWERS OF ENGINEERING OFFICERS OF PWD :

(1) Notwithstanding anything contained in paragraph 14 of this order, the extent of financial and technical powers delegated to the Engineering Officers of the TTAADC are shown in the following statement:-

Sl. No.	Subject	Extent of powers Delegated (Rs. In Lakh)				
		Chief Engineer	Addl. Chief Engineer	Superintending Engineer	Executive Engineer	Asstt. Engineer
1	2	3	4	5	6	7
1.	Technical sanction to detailed estimates for works.	Full Powers	250.00	150.00	25.00	2.00
2.	Expenditure sanction for works / Projects.	--	--	--	--	--
3.	Power to undertake deposit works.	200.00	100.00	10.00	2.00	--
4.	Acceptance of tenders for works					
	(a) Acceptance of lowest tender with the approval of the appropriate Committee.	500.00	200.00	150.00	15.00	1.00 subject to approval of concerned SE/EE
	(b) Acceptance of single tender with the approval of the appropriate Committee.	250.00	150.00	100.00	10.00	--
Note:- Full reasons should be recorded by the approving authority who should also guard against contractors holding out unjustifiable higher rates.						

5.	Award of works by negotiation with lowest tenderer	500.00	200.00	150.00	15.00	--
Note: Where the lowest tender is not accepted, reasons should be recorded confidentially and prior approval of the authority next higher than the one competent to accept tender should be obtained.						
6.	Award of work without call of tender or by negotiations after in fructuous call of tenders or with a firm which has not quoted for the executing the remaining work after the rescission of a contract.	5.00	3.00	1.50 in each case subject to Rs. 15.00 lakh per Division	0.75 in each case subject to Rs. 5.00 lakh annually	--
Note: Full reasons should be recorded by the approving authority who should guard against contractors holding out unjustifiable high rates. As a normal rule contracts should be placed only after inviting open tenders. Cases of award of works without call of tenders should be in exceptional circumstances and only when there are very special reasons for making an exception to the general rule and in public interest.						
7.	Powers to sign agreement	--	--	--	Full powers	1.00
8.	Sanction of rates for additional items / substituted items	Up to 20% of Contract amount & beyond this with the approval of the authority	10.00	6.00	Upto 0.80 in respect of schedule & agreement items. In respect of other items 25% of contract value subject to a ceiling of 0.80.	--
<p>Note: (i) These should be exercised for the technical reasons only.</p> <p>(ii) Scales of accommodation and furniture sanctioned by the higher authority should not be exceeded.</p> <p>(iii) These powers are in respect of each contract.</p> <p>(iv) These powers will be exercised by each authority in addition of those of subordinate authority.</p> <p>(v) Agreement item means those items which can be derived from similar items in the agreement.</p>						
9.	Restricted Call of tenders for work (administrative power with approval of authority.)	Full powers	--	--	--	--

10.	Award of additional quantity against abnormally high/low rated items (variation being more than 25% above or below the rates in schedule and rates duly enhanced to the extent of cost index approved by Chief Engineer.	Full powers	2.00	1.00	0.80	0.80
Notes: The offices are allowed to award such quantities upto 25% of the quantities stipulated in the agreement in respect of work below plinth level and upto 5% in the case of work above plinth level. Beyond these limits, their powers shall be restricted to the monetary limits mentioned above.						
11.	(a) Acceptance of highest bid at or exceeding the reserve price for disposal of Council buildings (without land).	Full powers	30.00	15.00	3.00	--
	(b) Acceptance of bid below reserve price for disposal of Council buildings (without land).	40.00	--	1.50	--	--
	(c) Acceptance of single tender for disposal of Council buildings (without land).	20.00	--	2.00	--	--
Note: The bid must not be below the reserve price; otherwise the recommendation of the Work Advisory Board will be required.						
12.	Advance payment for purchase of steel from SAIL/Tata Steel /ISCO/ RINL subject to reasonability.	Full powers	--	--	--	--
13.	Advance payment for purchase of petroleum and Bitumen from CPSUs.	Full powers	--	--	--	--
14.	To undertake deposit works at full rate of Departmental charges.	Full powers	50.00	5.00	2.00	--
15.	Local purchase and repair of mathematical and survey instruments.					
	(i) Purchase of instruments manufactured by any Government/ Govt. Undertakings/PSUs/ CPSUs/National Instruments Ltd, Kolkata.	0.50 per item	--	0.10 per item subject to a ceiling of Rs. 2.00 Lakh per Division.	--	--
	(ii) Repairs of instruments locally.	Full powers	--	5,000/- per item	--	--

16.	Powers of write off:-					
	(i) Write off loss due to abandonment of irrecoverable amount of fines and penalties imposed on contractors under the provision of contract agreement.	0.10 in each case.	--	--	--	--
	(ii) Write off in fructuous expenditure on construction.	1% of the contract value or Rs.0.50 lakh whichever is less.	--	--	--	--
17.	Acceptance of tenders in anticipations of revised sanction.		The PWD officers at appropriate levels may accept tenders in anticipation of revised expenditure sanctioned by competent authority subject to observance of all conditions provided in the CPWD code.			
18.	Power to sanction advertisement charges.	Full powers	0.03	0.02	--	--
19.	Write off of Tools & Plants (T&P) and other articles of which part value has been recovered.	1.00	--	0.40	--	--
20.	Power to fix standard rent	Full powers	--	--	--	--
21.	To fix annually the limit of reserve stocks in various divisions.	Full powers	--	--	--	--
22.	(a) Local purchase of stores borne in the DGS & D rate / GeM/ running contract.	Full power with the approval of the District Council keeping in view the Memo No. 9(4)-FIN(G)/72 dt. 23-12-72 of the Govt	--	--	--	--
	(b) Local purchase of stores not borne in the DGS&D rate/ GeM/ running contract.	Rs.2.00 per item with ceiling of Rs.10.00 Lakh per circle.	--	Rs. 0.50 lakh per item with ceiling of Rs. 2.00 lakh per Division	Rs.0.15 Lakh per item subject to annual limit of Rs.1.00 lakh	Rs.0.01 lakh per item subject to annual limit of Rs.0.20 lakh

23.	Write off losses of immovable property in respect of building or communication including bridges, culverts or portion thereof.	0.20 in each case provided the works are not to be restored at all.	--	--	--	--
24.	Write off losses on stores due to the theft, fraud or negligence on the part of the individuals.	--	--	--	Attention is invited to Sl. No. 12 to the schedule attached to Fin. M. No. 9(4)/FIN(G)/72	
25.	Sanction of expenditure on ceremonies connected with laying of foundation stone & opening of public buildings	As head of Deptt., Chief Engineer is competent to sanction Rs. 0.20 lakh per annum for entertainment.	--	--	--	--
26.	Fixation of ceiling based on capital cost of building for their annual maintenance/ repairs and special repairs.	Full powers	--	--	--	--
27.	Sale / dismantlement of buildings					
	(i) Permanent	5.00	--	--	--	--
	(ii) Semi-permanent/ Temporary	Full powers	--	--	--	--
	(iii) Purely Temporary structure erected during construction of a work.	--	-	-	Full powers	--
28.	Issue of order to dismantle buildings structures departmentally instead of being auctioned in the case of emergency.	Full powers	--	--	--	--
	Note: Proper justification of urgency should be recorded with accounts of dismantled materials, for use at other works or auction of lump sum quantity.					

(2) Rates and terms of contract for execution of works beyond the financial ceiling delegated to the Chief Engineer shall be approved by the authority on recommendation of the Work Advisory Board.

(3) The Superintending Engineers of the PWD, TTAADC and Executive Engineers posted in Divisions of the District Council shall have full powers to accord technical sanction to the works related to the MP Local Area Development Schemes.

(4) The Executive Engineers of RD Division posted in the Districts shall have full powers to accord Technical sanction to the works related to MPLAD schemes.

19. SANCTION OF CONTINGENT EXPENDITURE ON ACCOUNT OF OFFICE EXPENSES:

(1) No expenditure shall be incurred without Budget Provision. Rules/orders regulating supply of articles required for public service contained in General Financial Rules and orders issued from time to time shall be followed. No contingent expenditure involving any departure from rules, orders, restrictions or scales shall be incurred nor shall any liability be undertaken in connection therewith except with prior concurrence of the Finance Department/Wing. Subject to the condition mentioned above and observance of procedure for procurement of materials or contracting services, the general power to sanction contingent expenditure shall be as follows:-

Name of Officials	Extent of powers delegated:	
	Recurring	Non-Recurring
(a) Head of Office	Rs.25,000/- in each case.	Rs.50,000/- in each case.
(b) Official Head of Department	Rs.50,000/- in each case.	Rs.1,00,000/- in each case.
(c) Chief Executive Officer	Full powers	Full powers

(2) The Heads of Offices shall have full powers for sanction of (a) Electric & Water Charges (b) Municipal fees & taxes (c) Telephone charges for official purposes only subject to the following:-

(a) A copy of the sanction order for such charges with a copy of the bill should be invariably sent to the Head of Department/Wing and the Chief Executive Officer.

(b) A statement showing the name of the office, telephone/Mobile Nos., period and the amount of the charges sanctioned in each case during the entire financial year should invariably be sent to the Chief Executive Officer in the first week of April of next financial year.

20. SANCTION OF ADVANCES TO COUNCIL EMPLOYEES:

(1) After allocation of fund in the Council's budget, unless power is delegated to the subordinate authority, the Chief Executive Officer shall have full powers to sanction all recoverable and adjustable advances to Group A & B employees while Heads of the Departments shall have similar power for group C & D employees. Sanction of advances, release of installments and recovery of advances with interests shall be regulated under relevant rules in force. In view of constrain of funds, sanction of advances shall ordinarily be made on a first-come-first-serve basis.

(2) All Heads of offices shall be competent to sanction festival advances / festival grants to the eligible employees under their respective establishment as per order issued from time to time regulating rates of advance/ grant / eligibility conditions and mode of recovery etc.

21. MAINTENANCE AND REPAIR OF VEHICLES:

(1) The following financial powers are delegated to the officers of TTAADC:-

1.	Executive Officer (Admn)	Maintenance and upkeep of Motor Vehicle including purchase of spare parts etc.	Not exceeding Rs. 15,000/- in each case limited to Rs. 45,000/- per annum for each vehicle subject to observance of all codal formalities and orders issued from time to time as given in sub-para (2) (3) & (4) of this paragraph.
2.	Other Heads of offices except Secretary to the District Council.	-do-	Not exceeding Rs. 2,000/- in each case limited to Rs. 15,000/- per annum for each vehicle subject to observance of all codal formalities and orders issued from time to time as given in sub-para (2) (3) & (4) of this paragraph.
3.	Secretary to the District Council.	-do-	Not exceeding to Rs. 5,000/- in each case with the approval of Chairman limited to Rs.90,000/- per annum for 3 vehicles at their disposal subject to observance of all codal formalities and orders issued from time to time as given in sub-para (2) (3) & (4) of this paragraph.
4.	Heads of offices	Purchase of P.O.L	Full powers as per actual need and adherence of ceiling if any fixed for each vehicle subject to observance of codal formalities and orders issued from time to time.

(2) Whenever any urgent requisition is submitted by a Driver of any vehicle in writing and after due checking by the vehicle section the repairing works / purchase of spare parts may be done restricting the expenditure within Rs. 2,000/- (Rupees Two thousand) only.

(3) Whenever said repairs and purchase of required spare parts may / will involve more than Rs. 2,000/- and limited within Rs. 15,000/-, spot quotations should be obtained from recognized firms / workshops / suppliers and repair works should be taken up / spare parts purchased with the prior approval of the authority competent to accord sanction.

(4) Repair of vehicle shall be carried out under the direct supervision of a responsible officer to be nominated by the Head of the Department. The old parts / components of the vehicle which are replaced in course of repairing shall be taken in back in the stock with an entry to the Stock Book. Sanction of any expenditure on account of furnishing, paintings and fixation of any additional fixture like search light, seats etc will require concurrence of the Chief Executive Officer.

22. CONDEMNATION OF VEHICLES:

All Council vehicles shall be condemned only after a certificate has been obtained from the Executive Engineer, Mechanical Division of TTAADC / State Govt. / or any other authority as approved by the Council to the effect that the vehicle is not fit for any further economic use. The Executive Engineer shall also determine the reserve value of the condemned vehicle. The condemned vehicle may be disposed to the best advantage of the Council having due regard to rule 124 of the GFRs and the decision of the Govt. of India made there under. Where considered necessary, useful and serviceable parts may be removed for use in vehicle of similar make available with the Council authority. Wide publicity for disposal of the vehicles shall be given.

23. PAYMENT OF DECRETAL DUES:

The Head of the Department / Wing, with the approval of the Chief Executive Officer, shall have full powers to sanction expenditure for payment of any decretal amount in pursuance of any Court's orders provided that:-

- (i) The Wing / Department has made a thorough scrutiny of the Judgment and consulted the Law Department / Wing and has obtained the concrete and specific advice that there is no merit for filling petitions for review / revision / appeal in the appropriate legal forum.

- (ii) If during the scrutiny of the case by the Department /Wing or by the Law Department / Wing or by any other authority, the negligence of any officer or staff is found in conducting the case, the Department may initiate appropriate disciplinary measure against the negligent officers or staff. Copies of notes of the Law Department or any other authority pointing out lapses on the part of the officers should be sent invariably to the Chief Executive Officer. The Head of the Department / Wing should issue guidelines to their subordinate offices pointing out the nature of the lapses and advising them to guard against such lapses.
- (iii) The concerned Department / Wing in consultation with Law Department / Wing comes to the conclusion that the implementation of the order would not attract claims for analogous financial benefits from other persons belonging to the same category or placed on the same footing. If however, the contrary opinion is established, the Department / Wing should take appropriate action to contest the case for the modification of the order and have the approval of the Chief Executive Officer before making the payment, and
- (iv) That there is necessary budget provision for making the payment.

24. PAYMENT OF INTEREST AND REPAYMENT OF LOAN:-

Subject to the approval of the District Council Authority, the Finance Department / Wing shall have full power to pay interest and repay the loan as per the repayment schedule and applicable interest rates in accordance with the terms and conditions approved by the Council while availing loan. Such payment shall be made from the provision made under own demand and in due time to prevent any penalty due to default. A Register of loan shall be maintained by the Finance Wing of the Council and verified and Countersigned by the Chief Executive Officer or any other subordinate authority authorized in this behalf every quarter to avoid any overpayment or penalty.

25. HIRING OF VEHICLES:

(1) The Chief Executive Officer will be competent to allow hiring of vehicles for a maximum period of 3 (Three) months for use by the field officers/ offices, when running vehicles goes out of order and repair is likely to take considerable time and the replacement of the vehicles is not found feasible from other existing vehicles. This hiring of vehicle should discontinue immediately after the vehicle is repaired or on completion of the period of 3 (Three) months whichever is earlier. The hiring should also discontinue immediately where a new vehicle is purchased in replacement of the vehicles which went out of order.

(2) In special circumstances, the Chief Executive Officer, with the concurrence of the District Council Authority, may approve hiring of vehicles more than 3(Three) months period.

(3) The upper ceiling for hiring of vehicles is as follows:-

The vehicle hiring rate as fixed by the State Government, time to time, will be followed in TTAADC. Please see **Annexure – I**.

(6) Monthly and annual ceiling for hiring expenditure for each category of vehicle are to be maintained as follows:-

Type of vehicle	Monthly ceiling for each vehicle	Annual ceiling for each vehicle
1. Diesel Jeep	Rs. 24,225/-	Rs. 2,90,700/-
2. Petrol Jeep	Rs. 23,025/-	Rs. 2,76,300/-
3. Ambassador	Rs. 24,150/-	Rs. 2,89,800/-
4. Maruti Omni	Rs. 23,400/-	Rs. 2,80,800/-
5. Maruti Ecco	Rs. 24,150/-	Rs. 2,89,800/-
6. M&M Bolero	Rs. 30,075/-	Rs. 3,60,900/-
7. M&M Scorpio	Rs. 30,450/-	Rs. 3,65,400/-

6. CEILING ON CONSUMPTION OF PETROL / DIESEL:

(1) The ceiling in regard to the consumption of Petrol / Diesel for ADC vehicles are as follows:-

Sl. No.	Type of vehicle	Age of vehicle	Average consumption in KM/Litre
1.	Jeep (Petrol)	Upto 5 years Above 5 years	7.00 KM/Litre 6.0 KM/Litre
2.	(a) Ambassador (Petrol)	Upto 5 years Above 5 years	10.0 KM/Litre 9.0 KM/Litre
	(b) Ambassador (Euro model)	Upto 5 years Above 5 years	12.0 KM/Litre 11.0 KM/Litre
3.	(a) Maruti Gypsi	Upto 5 years Above 5 years	10.0 KM/Litre 9.0 KM/Litre
4.	(a) Maruti Van (Omni)	Upto 5 years Above 5 years	12.0 KM/Litre 11.0 KM/Litre
	(b) Maruti (Ecco)	Upto 5 years Above 5 years	11.0 KM/Litre 10.0 KM/Litre
5.	(a) Diesel Jeep (CJ-500D)	Upto 5 years Above 5 years	8.0 KM/Litre 7.0 KM/Litre
	(b) Diesel Jeep (MM-540DP-4WD) Peugeot Engine	Upto 5 years Above 5 years	10.0 KM/Litre 9.5 KM/Litre
	(c) Diesel Jeep (Commander)	Upto 5 years Above 5 years	12.0 KM/Litre 11.0 KM/Litre
6.	TATA 407	Upto 5 years Above 5 years	6.0 KM/Litre 5.0 KM/Litre
7.	M&M Scorpio	Upto 5 years Above 5 years	12.0 KM/Litre 11.0 KM/Litre
8.	M&M Bolero	Upto 5 years Above 5 years	12.0 KM/Litre 11.0 KM/Litre
9.	TATA Sumo Gold	Upto 5 years Above 5 years	11.0 KM/Litre 10.0 KM/Litre

(2) No Petrol / Diesel should be issued beyond the permissible consumption level. The Executive Engineer (Mechanical) concerned shall ensure that the consumption of petrol /diesel does not exceed the prescribed ceiling and any excess consumption shall be recovered from the Driver.

27. HEAD OF OFFICE AND DRAWING & DISBURSING OFFICERS:

(1) The following, as shown against each in the table given below, shall be the head of Offices and Drawing & Disbursing Officers to exercise power under this order:-

Sl. No.	Name of Wing/ Department/ Office	Official Head of the Departments/ Head of offices	Drawing & Disbursing Officer
1	2	3	4
1.	Legislative Wing of the Council	Secretary to District Council, TTAADC	Secretary to District Council, TTAADC
2.	Administrative Secretariat	Executive Officer (Admn), TTAADC	Addl. Executive Officer (Admn), TTAADC
3.	Planning Wing	Executive Officer (Planning), TTAADC	Addl. Executive Officer (Admn), TTAADC
4.	Rural Development Wing.	Executive Officer (RD), TTAADC	Addl. Executive Officer (Admn), TTAADC
5.	Finance Wing	Executive Officer (Finance), TTAADC	Addl. Executive Officer (Admn), TTAADC
6.	Village Committee Wing	Principal Officer (Village Committee), TTAADC	Addl. Executive Officer (Admn), TTAADC
7.	Public Works Wing	Chief Engineer, TTAADC	Executive Engineer (West Division), TTAADC
8.	Agriculture Wing	Principal Officer (Agriculture), TTAADC	Asstt. Director, O/o the PO (Agriculture), TTAADC
9.	Animal Resource Development Wing	Principal Officer (ARDD), TTAADC	Sr. Vety. Officer, O/o the PO(ARDD), TTAADC
10.	Health Wing	Principal Officer (Health), TTAADC	PO/Addl. PO/ Dy. PO (Health), TTAADC
11.	Fisheries Wing	Principal Officer (Fisheries), TTAADC	Addl. PO/ Dy. PO (Fisheries), TTAADC
12.	Forest Wing	Principal Officer (Forest), TTAADC	Dy. Principal Officer (Forest), O/o the PO (Forest), TTAADC
13.	Industries Wing	Principal Officer (Industries), TTAADC	PO/Addl. PO/ Dy. PO (Industries), TTAADC
14.	Co-operative Wing	Principal Officer (Co-op), TTAADC	Addl. PO/ Dy. PO (Co-op), TTAADC

15.	Education Wing	Principal Officer (Edn.), TTAADC	Addl. PO/ Dy. PO (Edn.) TTAADC
16.	Social Education Wing	Principal Officer (SW & SE), TTAADC	Addl. PO/ Dy. PO (SW & SE), TTAADC
17.	ICAT Wing	Principal Officer (ICAT), TTAADC	Addl.P.O/Dy.PO (ICAT) TTAADC
18.	Sports & Youth Programme	Principal Officer (S & YP), TTAADC	Addl.P.O/Dy.PO (S & YP), TTAADC
19.	Tribal Welfare Wing	Principal Officer (TW), TTAADC	PO/Addl. PO/ Dy. PO (TW), TTAADC
20.	Land Recors & Settlement Wing	Principal Officer (LRS), TTAADC	PO/Addl. PO/ Dy. PO (LRS), TTAADC
21.	Science & Technology	Principal Officer (Sc. & Tech.), TTAADC	Dy. Principal Officer (Forest), TTAADC
22.	Office of the PWD Division, North, Machmara, TTAADC	Executive Engineer (North), TTAADC.	Executive Engineer (North), TTAADC.
23.	Office of the PWD Division, Dhalai, Ambassa, TTAADC	Executive Engineer (Dhalai), TTAADC.	Executive Engineer (Dhalai), TTAADC.
24.	Office of the PWD Division, West, Khumulwng, TTAADC	Executive Engineer (West), TTAADC.	Executive Engineer (West), TTAADC.
25.	Office of the PWD Division, South, B.C.Manu, TTAADC	Executive Engineer (South), TTAADC.	Executive Engineer (South), TTAADC.
26.	Office of the PWD Division, Khowai, Ampura, TTAADC	Executive Engineer (Khowai), TTAADC.	Executive Engineer (Khowai), TTAADC.
27.	Office of the Zonal Development Officer, North Zone, Machmara, TTAADC	Zonal Development Officer, North Zone, Machmara. TTAADC	Addl. Zonal Development Officer, North Zone, Machmara, TTAADC
28.	Office of the Zonal Development Officer, Dhalai Zone, Sikaribari, Ambassa, TTAADC	Zonal Development Officer, Dhalai Zone, Sikaribari, Ambassa. TTAADC	Addl. Zonal Development Officer, Dhalai Zone, Sikaribari,Ambassa, TTAADC
29.	Office of the Zonal Development Officer, West Zone, Khumulwng, TTAADC	Zonal Development Officer, West Zone, Khumulwng. TTAADC	Addl. Zonal Development Officer, West Zone, Khumulwng, TTAADC.

30.	Office of the Zonal Development Officer, South Zone, B.C.Manu, TTAADC	Zonal Development Officer, South Zone, B.C.Manu. TTAADC	Addl. Zonal Development Officer, South Zone, B.C. Manu, TTAADC
31.	Office of the Zonal Development Officer, Khowai Zone, Tulashikhar, TTAADC	Zonal Development Officer, Khowai Zone, Tulashikhar. TTAADC	Addl. Zonal Development Officer, Khowai Zone, Tulashikhar, TTAADC
32.	Divisional Forest Office, West, Khumulwng	Divisional Forest Officer, West, Khumulwng	Divisional Forest Officer, West, Khumulwng
33.	Divisional Forest Office, North, Dhalai, 82 – Miles	Divisional Forest Officer, 82-Miles.	Divisional Forest Officer, 82-Miles.
34.	Divisional Forest Office, South, B.C.Manu	Divisional Forest Officer, South, B.C.Manu	Divisional Forest Officer, South, B.C.Manu
35.	Office of the Asstt. Director of ARDD, West, TTAADC	Asstt. Director of ARDD, West, TTAADC	Asstt. Director of ARDD, West, TTAADC
36.	Office of the Asstt. Director of ARDD, North, TTAADC	Asstt. Director of ARDD, North, TTAADC	Asstt. Director of ARDD, North, TTAADC
37.	Office of the Asstt. Director of ARDD, South, TTAADC	Asstt. Director of ARDD, South, TTAADC	Asstt. Director of ARDD, South, TTAADC
38.	Office of the Asstt. Director of ARDD, Dhalai, TTAADC	Asstt. Director of ARDD, Dhalai, TTAADC	Asstt. Director of ARDD, Dhalai, TTAADC
39.	Office of the Supt. of Agriculture, Chawmanu, TTAADC	Supt. of Agriculture, Chawmanu, TTAADC	Supt. of Agriculture, Chawmanu, TTAADC
40.	Office of the Supt. of Agriculture, Gandacherra, TTAADC	Supt. of Agriculture, Gandacherra, TTAADC	Supt. of Agriculture, Gandacherra, TTAADC
41.	Office of the Supt. of Agriculture, Kanchanpur, TTAADC	Supt. of Agriculture, Kanchanpur, TTAADC	Supt. of Agriculture, Kanchanpur, TTAADC
42.	Office of the Supt. of Agriculture, Mandwai, TTAADC	Supt. of Agriculture, Mandwai, TTAADC	Supt. of Agriculture, Mandwai, TTAADC
43.	Office of the Supt. of Agriculture, Rupaichari, TTAADC	Supt. of Agriculture, Rupaichari, TTAADC	Supt. of Agriculture, Rupaichari, TTAADC

44.	Office of the Supt. of Agriculture, Tulashikhar, TTAADC	Supt. of Agriculture, Tulashikhar, TTAADC	Supt. of Agriculture, Tulashikhar, TTAADC
45.	Office of the Supt. of Fishery, Gandacherra, TTAADC	Supt. of Fishery, Gandacherra, TTAADC	Supt. of Fishery, Gandacherra, TTAADC
46.	Office of the Supt. of Fishery, Jatanbari, TTAADC	Supt. of Fishery, Jatanbari, TTAADC	Supt. of Fishery, Jatanbari, TTAADC
47.	Office of the Supt. of Fishery, Kanchanpur, TTAADC	Supt. of Fishery, Kanchanpur, TTAADC	Supt. of Fishery, Kanchanpur, TTAADC
48.	Office of the Supt. of Fishery, Longthorai Valley, TTAADC	Supt. of Fishery, Longthorai Valley, TTAADC	Supt. of Fishery, Longthorai Valley, TTAADC
49.	Office of the Supt. of Horticulture, Kanchanpur, TTAADC	Supt. of Horticulture, Kanchanpur, TTAADC	Supt. of Horticulture, Kanchanpur, TTAADC
50.	Office of the Supt. of Horticulture, Manu, TTAADC	Supt. of Horticulture, Manu, TTAADC	Supt. of Horticulture, Manu, TTAADC
51.	Office of the CDPO, Chawmanu, TTAADC	CDPO, Chawmanu, TTAADC	CDPO, Chawmanu, TTAADC
52.	Office of the CDPO, Damcherra, TTAADC	CDPO, Damcherra, TTAADC	CDPO, Damcherra, TTAADC
53.	Office of the CDPO, Damburnagar, TTAADC	CDPO, Damburnagar, TTAADC	CDPO, Damburnagar, TTAADC
54.	Office of the CDPO, Jampui hill, TTAADC	CDPO, Jampuihill, TTAADC	CDPO, Jampuihill, TTAADC
55.	Office of the CDPO, Kanchanpur, TTAADC	CDPO, Kanchanpur, TTAADC	CDPO, Kanchanpur, TTAADC
56.	Office of the CDPO, Manu, TTAADC	CDPO, Manu, TTAADC	CDPO, Manu, TTAADC
57.	Office of the Addl. PO, (SW&SE) Manu, TTAADC	Addl. PO, (SW&SE), Manu, TTAADC	Addl. PO, (SW&SE), Manu, TTAADC
58.	Office of the Dy. PO, (Agri), Manu, TTAADC	Dy. PO, (Agri), Manu, TTAADC	Dy. PO, (Agri), Manu, TTAADC
59.	Office of the Dy. PO, (Edn), Manu, TTAADC	Dy. PO, (Edn), Manu, TTAADC	Dy. PO, (Edn), Manu, TTAADC

60.	Office of the Inspector of Schools, Damcherra, TTAADC	Inspector of Schools, Damcherra, TTAADC	Inspector of Schools, Damcherra, TTAADC
61.	Office of the Inspector of Schools, Kanchanpur, TTAADC	Inspector of Schools, Kanchanpur, TTAADC	Inspector of Schools, Kanchanpur, TTAADC
62.	Office of the Inspector of Schools, Machmara, TTAADC	Inspector of Schools, Machmara, TTAADC	Inspector of Schools, Machmara, TTAADC
63.	Office of the Inspector of Schools, Khumtiya, TTAADC	Inspector of Schools, Khumtiya, TTAADC	Inspector of Schools, Khumtiya, TTAADC
64.	Office of the Inspector of Schools, Chailengta, TTAADC	Inspector of Schools, Chailengta, TTAADC	Inspector of Schools, Chailengta, TTAADC
65.	Office of the Inspector of Schools, Chawmanu, TTAADC	Inspector of Schools, Chawmanu, TTAADC	Inspector of Schools, Chawmanu, TTAADC
66.	Office of the Inspector of Schools, Gandacherra, TTAADC	Inspector of Schools, Gandacherra, TTAADC	Inspector of Schools, Gandacherra, TTAADC
67.	Office of the Inspector of Schools, Ambassa, TTAADC	Inspector of Schools, Ambassa, TTAADC	Inspector of Schools, Ambassa, TTAADC
68.	Office of the Inspector of Schools, Ganganagar, TTAADC	Inspector of Schools, Ganganagar, TTAADC	Inspector of Schools, Ganganagar, TTAADC
69.	Office of the Inspector of Schools, Tulashikhar, TTAADC	Inspector of Schools, Tulashikhar, TTAADC	Inspector of Schools, Tulashikhar, TTAADC
70.	Office of the Inspector of Schools, Harepkuwar, TTAADC	Inspector of Schools, Harepkuwar, TTAADC	Inspector of Schools, Harepkuwar, TTAADC
71.	Office of the Inspector of Schools, Mungiakami, TTAADC	Inspector of Schools, Mungiakami, TTAADC	Inspector of Schools, Mungiakami, TTAADC
72.	Office of the Inspector of Schools, Watloktwithu, TTAADC	Inspector of Schools, Watloktwithu, TTAADC	Inspector of Schools, Watloktwithu, TTAADC

73.	Office of the Inspector of Schools, Khumulwng, TTAADC	Inspector of Schools, Khumulwng, TTAADC	Inspector of Schools, Khumulwng, TTAADC
74.	Office of the Inspector of Schools, Mandwai, TTAADC	Inspector of Schools, Mandwai, TTAADC	Inspector of Schools, Mandwai, TTAADC
75.	Office of the Inspector of Schools, Jampuijala, TTAADC	Inspector of Schools, Jampuijala, TTAADC	Inspector of Schools, Jampuijala, TTAADC
76.	Office of the Inspector of Schools, Bishramganj, TTAADC	Inspector of Schools, Bishramganj, TTAADC	Inspector of Schools, Bishramganj, TTAADC
77.	Office of the Inspector of Schools, Mohanbhog, TTAADC	Inspector of Schools, Mohanbhog, TTAADC	Inspector of Schools, Mohanbhog, TTAADC
78.	Office of the Inspector of Schools, Raiyabari, TTAADC	Inspector of Schools, Raiyabari, TTAADC	Inspector of Schools, Raiyabari, TTAADC
79.	Office of the Inspector of Schools, Amp, TTAADC	Inspector of Schools, Amp, TTAADC	Inspector of Schools, Amp, TTAADC
80.	Office of the Inspector of Schools, Karbook, TTAADC	Inspector of Schools, Karbook, TTAADC	Inspector of Schools, Karbook, TTAADC
81.	Office of the Inspector of Schools, Chellagangmukh, TTAADC	Inspector of Schools, Chellagangmukh, TTAADC	Inspector of Schools, Chellagangmukh, TTAADC
82.	Office of the Inspector of Schools, Ratanpur, TTAADC	Inspector of Schools, Ratanpur, TTAADC	Inspector of Schools, Ratanpur, TTAADC
83.	Office of the Inspector of Schools, B.C.Manu, TTAADC	Inspector of Schools, B.C.Manu, TTAADC	Inspector of Schools, B.C.Manu, TTAADC
84.	Office of the Inspector of Schools, Rupaichari, TTAADC	Inspector of Schools, Rupaichari, TTAADC	Inspector of Schools, Rupaichari, TTAADC

(2) The Executive Officers (BDOs) of the TTAADC Block Development Committees in respect of Damcherra/Dasda/Jampuihill/Laljuri/Pecharthal/Chawmanu/ Manu/ Dumburnagar/ Ganganagar/ Raishyabari/ Tulashikhar/ Padmabill/ Mungiakami / Belbari/ Mandawi/ Hezamara/ Jampuijala/ Killa/ Amp/Karbook/ Rupaichari/Silachari R.D. Block shall exercises the power of Head of Office as well as DDO in respect of fund placed by TTAADC against the Schemes and in the matters of drawal of salaries and allowances of Village Secretaries and other ADC staffs attached to their respective office.

28. MISCELLANEOUS:

(1) The powers of the Chief Executive Officer, and subordinate authorities in regard to matters not specified in this order, shall be such, as have been or may thereafter be specified by general or special orders by the Executive Committee of the Council.

(2) The powers delegated under this order can be exercised in respect of past cases also.

Explanation:- Expenditure already incurred by an authority in excess of its powers should, however, be treated as irregular expenditure and regularized by ex-post facto sanction by the authority who was competent to incur the expenditure when it was actually incurred and not by the authority who became competent after it was incurred.

(3) The exercise of powers under this order shall be subject to all other financial rules in force and to general or special orders issued by the Council from time to time as a measure of economy or otherwise.

(4) The Chief Executive Officer will dispose of the cases according to powers delegated to him under this order by or under the authority of the concerned EM and CEM who may give directions for disposal of such cases by the Chief Executive Officer.

29. NOTE FOR CLARIFICATION:

(1) **"Contingent Expenditure"** means all incidentals and other expenditure including expenditure on store which is incurred for the management of an office, for the working of technical establishment such as laboratory, a workshop, an industrial installation, a farm and a like.

(2) A **"Continuing Schemes"** is one which has been administratively and financially approved in the previous year and continues to be under implementation as a Plan (Revenue) or Share of Taxes (Revenue) scheme.

(3) **"Controlling Officer"** means an officer entrusted with the responsibility of controlling the incurring expenditure or collection of revenue. The term shall include Official Head of the Department also.

(4) **"DDO"** (Drawing & Disbursing Officer) means the Head of Offices and includes any Gazetted Officer serving under the Head of offices to sign a bill or order for him as authorized by him as per provision of Central Treasury Rules as adopted in the Council.

(a) **"Chairman"** means the Chairman of the Tripura Tribal Areas Autonomous District Council.

(b) **“Chief Executive Member” (CEM)** means the Chief Executive Member of the Tripura Tribal Areas Autonomous District Council.

(c) **“Chief Executive Officer” (CEO)** means the Chief Executive Officer of the Tripura Tribal Areas Autonomous District Council.

(d) **“Department”** means a Department or Wing of the District Council.

(e) **“Executive Member” (EM)** means the Executive Member of the Tripura Tribal Areas Autonomous District Council.

(f) **“Each Case”** means in respect of non-recurring expenditure incurred at a given point of time and in regard to recurring expenditure, each type of expenditure of a recurring nature.

Explanation of “Each Case”:-

- (i) If on a particular occasion a number of items of stores are to be purchased, the powers of the sanctioning authority should be exercised on that occasion for the entire lot and not with reference to individual articles constituting the lot.
- (ii) Purchase arising out of the same indent should not be split and made separately on different dates with a view to avoid the sanction of higher authority.
- (iii) An authority empowered to sanction expenditure on any recurring item say upto Rs. 1,500/- per annum, will be competent to sanction expenditure on the item on a number of occasions subject to the limit of Rs. 1,500/- per annum.

(g) **“Head of Department of the Council”** means the Addl. Chief Executive Officer or Dy. Chief Executive Officer, if declared by the Executive Committee of the District Council.

(h) A **“New Scheme”** is a scheme which is not a continuing scheme.

(i) **“Non-recurring expenditure”** means expenditure other than recurring expenditure.

(j) **“Official Head of the Department / Wing”** means the Principal Officers and the Executive Officers of different Wing including Chief Engineer, PWD of TTAADC.

(k) **“Public Works”** means civil works, drinking water & sanitation, electrical, irrigation, embankment and drainage works.

(l) **“Recurring expenditure”** means the expenditure which is incurred regularly at a periodical interval.

(m) "**Subordinate Authority**" means an authority subordinate to a Department of the Council or a Head of Department of the Council.


(n) "**TTAADC**" means Tripura Tribal Areas Autonomous District Council.

30. All the Orders, Notifications and Rules, if any, issued and notified by the District Council Authority shall be treated as null and void from the date of issue of this notification.

31. If any difficulty arises in the implementation of this order, the Chief Executive Officer, with the approval of the Chief Executive Member, may remove by issuing suitable written instructions.

32. This is issued with the approval of the Executive Committee in its 14th meeting held on 07/06/2019 vide No.F. 26/ADC/DCEO/E.C/18/5-6/1956-66 Dt. 11/06/2019.

By order of the District Council


(Mr. Balin Debbarma)
Chief Executive Officer
TTAADC, Khumu.wng

ANNEXURE -I

HIRING RATES OF VEHICLE

[See Rule 9(3)]

NO.F.9(2)-FIN(G)/07
GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated, Agartala, the 8th February, 2017

Subject:- Fixing of new ceilings for hiring of vehicle.

The Governor of Tripura is pleased to amend the Annexure-I of DFPRT, 2017 under Rule 9(3) ibid in respect of hiring rates of vehicles as under with immediate effect.

2. The upper ceiling for hiring of vehicles subject to monthly as well as annual ceiling for hiring expenditure for each category of vehicles are to be maintained as follows:-

Sl. No.	Type of vehicles	Detenti on charge @ per day (in Rs.)	(a) @ per kilometres (in Rs.)			Monthly Ceiling (in Rs.)			Annual ceiling (in Rs.)		
			Petrol	Diesel	CNG	Petrol	Diesel	CNG	Petrol	Diesel	CNG
1	Maruti CIAZ	700.00	7.00	5.00	0.00	27300.00	24300.00	0.00	327600.00	291600.00	0
2	Maruti SX4	700.00	7.00	5.00	0.00	27300.00	24300.00	0.00	327600.00	291600.00	0
3	Maruti Swift Dzire	700.00	7.00	5.00	0.00	27300.00	24300.00	0.00	327600.00	291600.00	0
4	Maruti Esteem	700.00	6.50	0.00	0.00	26550.00	0.00	0.00	318600.00	0.00	0
5	Maruti Ertiga	700.00	7.00	5.00	4.00	27300.00	24300.00	22800.00	327600.00	291600.00	273600
6	Maruti Omni	600.00	6.00	0.00	0.00	23400.00	0.00	0.00	280800.00	0.00	0
7	Maruti Gypsy	600.00	6.00	0.00	0.00	23400.00	0.00	0.00	280800.00	0.00	0
8	Maruti Swift	600.00	6.50	5.50	0.00	24150.00	22650.00	0.00	271800.00	271800.00	0
9	Maruti Celerio	600.00	6.50	5.50	4.00	24150.00	22650.00	20400.00	289800.00	271800.00	244800
10	Maruti Wagon R	600.00	6.50	5.50	4.00	24150.00	22650.00	20400.00	289800.00	271800.00	244800
11	Maruti Eeco	600.00	6.50	0.00	4.00	24150.00	0.00	20400.00	289800.00	0.00	244800
12	Ambassador	600.00	6.50	0.00	0.00	24150.00	0.00	0.00	289800.00	0.00	0
13	Toyota Innova	800.00	0.00	7.50	0.00	0.00	30450.00	0.00	0.00	365400.00	0
14	M&M Bolero	800.00	0.00	7.25	0.00	0.00	30075.00	0.00	0.00	360900.00	0
15	M&M Scorpio	800.00	0.00	7.50	0.00	0.00	30450.00	0.00	0.00	365400.00	0
16	M&M Xylo	800.00	0.00	7.50	0.00	0.00	30450.00	0.00	0.00	365400.00	0
17	TATA Sumo Gold	650.00	0.00	6.00	0.00	0.00	24600.00	0.00	0.00	295200.00	0
18	TATA Indica Ev2	650.00	0.00	6.00	0.00	0.00	24600.00	0.00	0.00	295200.00	0
19	TATA Indica ECS	650.00	7.00	6.50	0.00	26100.00	25350.00	0.00	313200.00	304200.00	0
20	TATA Winger	650.00	0.00	6.00	0.00	0.00	24600.00	0.00	0.00	295200.00	0
21	Diesel Jeep	650.00	0.00	5.75	0.00	0.00	24225.00	0.00	0.00	290700.00	0
22	Petrol Jeep	600.00	5.75	0.00	0.00	23025.00	0.00	0.00	276300.00	0.00	0

3. For duties beyond 8 hours, overtime @ Rs. 10/- per hour may be allowed subject to maximum of Rs. 40/- per day.
4. Upper ceiling for hiring of vehicles for respective category in Gandacherra, Kanchanpur, Longtharai valley, Karbook and Amarapur Sub-Division may be upto 15% higher than above rates.
5. Other terms and conditions are follows:-
 - (i) The above rates are upper ceiling limits; no hiring beyond the said ceiling will be entertained. These rates are not approved for hiring without tender. The tender formalities shall have to be observed in all cases and the lowest tender rate may be accepted subject to the aforesaid ceiling limits.
 - (ii) When a vehicle is to be hired for which ceiling rate, monthly/annual ceiling is not mentioned in the above table, the rate will be the one obtained through a proper bid process after approval on the basis of recommendation of purchase committee. The monthly ceiling for such purpose may be workout on the basis of 1500 K.M run for 24 days in a month.
6. The above rate would come into force with immediate effect. However, for the existing vehicles hired on contract basis for a specified period of contract, the old rates would prevail till the expiry of the existing contract period.
7. This will apply for vehicle hired by any Government Department or any State Government Undertaking with the prior approval of the Finance Department.
8. This is issued in modification of earlier Memo of even no. date 3rd June 2011 and 9th January 2013.

Sd/- 08-02-2017

(A.Dewanjee)
Under Secretary
Govt. of Tripura